

# **Challenge Cost Share Program Volunteer Time and Expense Log**

## **National Park Service National Trails Intermountain Region**

Provide this form to each volunteer for recording hours, travel, and project-related purchases. Use one form per person. For group travel, only the driver may report mileage. Receipts are required for lodging, airfare, supplies, and equipment rental.

Project Name: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_

Dates of Work or Travel: \_\_\_\_\_

Location of Work or Travel: \_\_\_\_\_

Project Activities: \_\_\_\_\_

\_\_\_\_\_

	Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
<b>Date</b>									
<b>Volunteer Hours</b>									
<b>Mileage (Auto)</b>									
<b>Lodging*</b>									
<b>Per diem (meal allowance)</b>									
<b>Airfare</b>									
<b>Supplies</b>									
<b>Equipment Rental</b>									
<b>TOTAL EXPENSES</b>									

\*Receipts required for lodging, airfare, supplies, and equipment rental.

**Volunteer's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Manager's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_